

BOARD POLICY	
SUBJECT	New Quarter Park Operations
POLICY NUMBER	BP00-17
ORIGINAL EFFECTIVE DATE	September 5, 2000
REVISION DATE	
HISTORICAL REFERENCE	

Purpose: This policy governs the operation of New Quarter Park.

Procedure:

1. Statement of Policy and Objectives:

New Quarter Park will be open and staffed for general public use from March through November. Requests for special event use of the park will be considered on a case-by-case basis.

2. Costs:

Shelter Reservation Fees:

Three group shelters are available for reservations at the following rates:

Large Shelter: \$50 for a full day; \$30 for a half day

Medium-size Shelters: \$25 for a full day; \$15 for a half day

For special events and/or groups of 300 or more, additional costs may be incurred by the sponsoring agency should the Parks and Recreation Manager deem it necessary for the sponsor to provide portable restroom facilities, additional trash dumpsters, supplemental staff and other miscellaneous services due to the type of event and/or size of the group. The Parks and Recreation Manager will determine what additional requirements/fees will apply on a case-by-case basis.

Refunds on fees will not be given for cancellations requested less than 7 days before the reservation date or for inclement weather.

3. Reservation Procedures:

All requests for shelter reservations and special events at New Quarter Park must be made in writing on a County of York Facility Request Form. Reservation requests for the entire operating season (March through November) can be made beginning the first Monday of February for that same calendar year. Persons making application for a reservation shall be at least 21 years old.

York County retains the right to cancel or reschedule reservations when deemed necessary. If this situation occurs, as much notice as possible will be given to those that have reservations.

In the event that significant changes occur with a special event that has been approved for use of the park, immediate notice must be given to the York County Parks and Recreation Division. Examples of significant changes include, but are not necessarily limited to the following: the times of park usage; larger or smaller attendance estimates than what is presented on the Facility Request Form; the nature of the event; or type of equipment that is needed or being used for the event.

4. Park Regulations:

In general, all rules and regulations established in Chapter 17 of the Code of the County of York (also referred to as the Public Areas Ordinance) apply. In addition, the following regulations shall apply:

- a. Camping is prohibited.
- b. Dogs must be on a leash at all times. Owners must properly dispose of feces from their dog.
- c. All fires must be contained in the campfire circle and/or cooking grills near the picnic shelters. Fires must not be left unattended and shall be completely extinguished before leaving the park. Water must be brought to all fire sites for safety purposes. Buckets are available from the park staff for such purposes.
- d. The use of gasoline to ignite any fire is prohibited.
- e. Firewood collected from the park for use for an event at the park is restricted to gathering dead material on the ground. Cutting trees or tree limbs is prohibited.
- f. Swimming is prohibited.
- g. Individuals must possess a valid Virginia fishing license in order to fish.
- h. Individuals initiating boating, canoeing and/or kayaking activities from the park shall wear lifejackets.
- i. The possession and/or consumption of alcoholic beverages and controlled substances are prohibited.
- j. Parking vehicles along the sides of the road is prohibited.
- k. Golfing, horseback riding, flying radio or wire-controlled airplanes and the use of metal detectors are prohibited.
- l. Patrons are responsible for properly disposing of litter and trash resulting from their use of the park facilities.

Additional rules and regulations may be issued by the Parks and Recreation Manager as deemed necessary. Failure of any group to abide with the conditions of use for the park may result in denial of approval for future requests.

BOARD POLICY	
SUBJECT	York Hall Use Policy
POLICY NUMBER	BP00-18
ORIGINAL EFFECTIVE DATE	November 21, 2000
REVISION DATE	
HISTORICAL REFERENCE	R01-234(R), (12/18/01)

Purpose: It is the intent of the Board of Supervisors to allow government-related users and citizen groups and organizations to use certain public meeting areas and public spaces in York Hall and on its grounds to the extent that such use is consistent with County uses of the building, with any permanent or semi-permanent space allocations the Board has made, and with requirements for operation, maintenance, and supervision of the facilities. The purpose of this policy is to establish the guidelines and procedures for such uses.

Procedure:

1. Applicability:

This Policy shall govern the use of the public meeting areas and public spaces of York Hall by County Boards, Commissions and Committees, by County government-related users, and by such other groups as defined herein. The policy will also be used as guidance by the Board of Supervisors, or such agent as the Board may designate, in the review and approval of applications by groups and organizations for the assignment of available space on a one-time, periodic, or long-term basis. The areas available for use under this policy include the:

- Board Meeting Room
- East Room
- "Gallery" (first floor open area and kitchen)
- "Gift shop/Office"
- Basement
- Foyer

York Hall shall not be available to individuals for private functions or to business or commercial users (e.g., for wedding or retirement functions, conferences, etc.).

2. Definitions:

- a. "County" shall mean the government of York County, Virginia, its officers, elected officials, agents and employees, and committees, boards and commissions created by or appointed by the County Board of Supervisors to carry out a public purpose, when acting within their capacity as such and within the scope of their official duties while engaged in the County's business. The term shall include specifically:
 - i. Users which are a constituent part of the County, including County agencies or departments, or committees formed by the County, by any of its officers, agents, or employees for the purpose of carrying out the County's work.
 - ii. Users which are sponsored by the County, meaning those which are supported financially or otherwise by the County at the direction of the Board of Supervisors or the County Administrator and which are authorized to carry out a County policy or goal and which are invited by the County to use any County facility or building for purposes related to the conduct of County government.
 - iii. Users which are appointed by the County, meaning any Board, Commission, Authority, Agency, or other entity any of whose members are required by law, contract or agreement to be named, appointed, or confirmed by the County.
 - iv. Users invited by the County to meet on County property for purposes associated with the governance of York County, Virginia.

- v. County Boards, Commissions, or Committees using the facilities for public hearings, meetings, and for the execution of government programs.
- b. "County Government-Related" shall mean such users as the Board of Supervisors identifies in this policy, or through determinations of the County Administrator, to be integrally related to the governance of the County and the implementation of projects established or endorsed by the Board of Supervisors.
- c. "Group" shall mean any not-for-profit association, formally or informally constituted organization, civic club, corporation, or partnership that is not associated with or a part of the York County Government.
- d. "User" shall mean any County, County Government-Related, or Group entity using, or making application to use, York Hall pursuant to this policy.
- e. "One-time" use shall mean a meeting or event that is scheduled/conducted for a single block of time on a single day.
- f. "Periodic" use shall mean a meeting or event that is scheduled/conducted for a specific block of time on multiple days, whether those days are consecutive or not.
- g. "Long-term" use shall mean the assignment or reservation of space for the use of a particular group or function for a period in excess of 30 consecutive days.

3. Priorities for Authorizations/Duration and Hours of Permissible Uses:

Requests may be made for One-time or Periodic use of the Board Meeting Room, the East Room, the Foyer, or the Gallery. Requests may be made for One-time, Periodic, or Long-term use of space in the Gift Shop/Office or the Basement. In addition, the Board of Supervisors may consider and approve requests for Long-Term use of the Gallery provided that the User would continue to accommodate the scheduling of appropriate One-Time or Periodic use of the space by the County and such other Users as are agreed upon by the Long-Term User and the Board. Long-term use authorizations may take the form of assignment of a specific room or rooms to a User for an extended period of time, whether definite or indefinite. Such authorizations and assignments shall be set out in specific agreements between the User and the Board.

- a. Priority for Use Assignments: Priority for the use of any portion of York Hall will be as follows (listed in order of priority):
 - 1. Board of Supervisors
 - 2. School Board
 - 3. Planning Commission
 - 4. Board of Zoning Appeals
 - 5. Industrial Development Authority
 - 6. Wetlands Board
 - 7. Other County Boards and Commissions
 - 8. County Committees appointed by the Board of Supervisors
 - 9. Constitutional Officers
 - 10. Other functions scheduled by the Board of Supervisors and meetings, training sessions, seminars, etc., scheduled by the County Administrator or the County Administrator's staff.
 - 11. Other functions scheduled by the School Board and meetings, training sessions, seminars, etc., scheduled by the School Superintendent or the Superintendent's staff.
 - 12. Yorktown Foundation
 - 13. Non-governmental Groups

4. Eligibility Guidelines for Non-Governmental Users: In determining the eligibility of Groups desiring to use the facilities in York Hall, and in evaluating the content of subject matter to be discussed or displayed in conjunction with such use, the Board, or its designated agent (if any), shall be guided by the following:

- a. Groups must be based in York County (i.e., chartered/registered with a York County mailing address for the group and/or its principal officer); or, if informally constituted, the majority of the

members/attendees must be York County residents; or, the group must be one that is supported by the York County Arts Commission.

- b. The Group shall not be engaged in advocating social or political change by violence or by other illegal means. This restriction does not prohibit the discussion of controversial subjects in public forum.
- c. In the case of Groups wishing to use York Hall for an event that will be open to the general public (i.e., attendees other than members of the group, their specially invited guests, or prospective members), the purpose and/or content of the event shall be of a cultural, historical, or educational nature. Examples would include: recitals, art shows / exhibits, lectures, children and youth programming, historical re-enactments, historic / interpretive exhibits / demonstrations, etc.
- d. Eligibility for Periodic and Long-term use shall be confined to those Groups that are supported financially by the York County Arts Commission or through other grants or funding by the County.

It is expressly understood that permission to use York Hall does not in any way constitute an endorsement by the County or its officials of any organization or group; the beliefs of any organization or group; the expression of any opinion regarding the nomination, retention, election, or defeat of any candidate; or the expression of any opinion regarding the passage or defeat of any issue or referendum.

5. Duration and Hours of Permissible Uses:

- a. No use of York Hall will be permitted which inhibits the regular, uninterrupted use of the facility by the County Government or a Government-Related User by reason of conflicting need for the building or facility, generated noise, or any other reason.
- b. Revocation of Use: Permission granted for use of York Hall by any Group covered by this policy may be revoked by the County Administrator at any time prior to 24 hours before the scheduled start of the requested use if the facility is needed for County or County Government-Related use. In the event emergency situations arise (e.g., hurricanes, etc.), authorization may be canceled/revoked by the County Administrator with less than 24-hours notice.
- c. Hours of Availability: *Regular/Normal* hours of availability shall be 8:00 am to 5:00 p.m., Monday through Friday. *Extended/Premium* hours of availability shall be 5:00 p.m. to 11:00 p.m., Monday through Friday, 8:00 am to 11:00 p.m. on Saturday, and 12:00 noon to 7:00 p.m. on Sunday. Except in the case of the special provisions for Thursdays set out in Section 12, all Users of the building, whether they are classified as One-time, Periodic, or Long-term, shall be subject to these hours of availability/operation unless special arrangements have been made with the County Administrator's Office for extended hours.
- d. Holidays: The County Administrator may authorize the use of the facility on holidays subject to the availability of necessary support/supervisory and security personnel.

6. Policies Governing Use and Conduct

The following rules of use and conduct shall be observed by all Users of York Hall. The User is responsible for ensuring that these guidelines are observed at all times by participants or guests.

- a. Riotous, boisterous, threatening, or indecent conduct, or the use of abusive, threatening, profane, or indecent language shall not be permitted.
- b. York Hall shall not be used for any purpose described and identified as an obscene exhibition or performance by Chapter 15.5 of the York County Code. Displays of art shall not include material which is obscene as defined by Section 15.5-2 of the York County Code. Users of the facility are responsible for ensuring that the content or subject matter of meetings, performances, displays, and exhibits are consistent with the terms of this Chapter.
- c. No drugs or controlled substances shall be brought onto or used on the York Hall property except in accordance with a medical prescription or otherwise as allowed by law. Persons under the influence of illegal drugs shall not be allowed on the premises.

- d. Smoking is prohibited in York Hall.
- e. Weapons, reproductions of weapons, and any item capable of being conceived as a weapon (except those carried by law enforcement official on duty and previously coordinated props [e.g., re-enactment weapons] for approved theater/performing groups) are forbidden from being brought into the facility.
- f. Betting or gambling in any form is prohibited.
- g. No pets or animals (with the exception of service dogs) are allowed in the building.
- h. Uses that are extensions of a business operation (e.g., sales meetings, business seminars, etc.) shall be prohibited.
- i. Collection of donations or admissions shall be permitted for those activities that involve displays, exhibits, or performances, provided that the intention to do so is indicated on the Facilities Reservation form and that such User is supported by the York County Arts Commission or by other grants or funding from York County. Sales of exhibited items, such as artwork, by the User shall be permitted provided the User is Government or Government-Related or is supported by the York County Arts Commission or by other grants or funding from York County.
- j. No use shall involve any type of for-profit commercial activity. However, nothing herein shall prevent the County from entering into an agreement with a Group or other entity to operate a gift shop in York Hall on such terms as the County deems appropriate.
- k. No signs, emblems, symbols, or similar items may be erected on the York Hall grounds or affixed to the interior or exterior building by any One-time User without specific authorization from the County Administrator or his designee. Periodic and Long-term Users may request special permission from the County Administrator to erect/install appropriate signage associated with their particular use. The County Administrator shall ensure that such signage is consistent with the character of the facility and the nature of use.
- l. All publicity (e.g., posters, brochures, throw-aways, radio or television announcements, etc.) must carry the name of the organization sponsoring the meeting. The County may not be identified as a sponsor or co-sponsor without the prior written approval of the County Administrator.
- m. Permission to use York Hall is limited to the room or rooms, or space described in the Facilities Reservation form, which all Users shall be required to execute. No permission is granted to any group or individual to enter any other room, except rest rooms, stairwells, and entry ways which must be traversed to gain access to the authorized meeting room. No activity shall infringe on the ability of staff or other organizations to access the facility. All Users of the facilities must limit participation to the posted maximum "allowable" persons in the room per fire regulations.

7. Food and Beverage Policies:

- a. Upon the specific approval by the County Administrator, the serving of alcoholic beverages may be allowed in conjunction with receptions and similar events sponsored by an authorized User.
- b. In order for a User to serve alcoholic beverages, a beverage license from the Virginia ABC Commission is required. Use of a caterer with an ABC license is recommended. The ABC license must be posted in York Hall before the start of the event.
- c. The sponsoring User accepts full responsibility for maintaining control of consumption and enforcing moderation. Any behavior which indicates intoxication of any participant shall be cause for consumption to immediately cease, and shall also be cause for future denial of permission for the sponsoring User to serve alcoholic beverages at its functions in York Hall.
- d. No alcohol may be consumed in any other area except the designated area of the event. No alcohol may be carried outside the building.
- e. Use of a caterer is recommended for food and alcoholic beverage service. Caterers must be appropriately licensed to do business in York County, unless excepted from licensing

requirements, and must have all applicable Health Department and ABC Commission permits. If use of the kitchen facilities is desired, the request for this space must be submitted along with the original room request. The County will not provide serving utensils, paper goods, silverware, beverage containers or servers. Failure to leave the kitchen area in a clean and sanitary condition following use can result in denial of facility use in the future.

8. Set Up:

- a. The authorized User is responsible for supplying information on the Facilities Reservation form concerning the desired set up of the meeting place including the number and placement of chairs and tables. Unless otherwise arranged between the User and the County, all set-up and take-down will be the responsibility of the County. In no case shall the User be allowed to arrange or re-arrange the furniture in the Board Meeting Room or the East Room. The User is responsible for supplying such items as easels, bulletin boards, and other equipment needed for their meeting. Equipment such as screens, bulletin boards, and white-boards owned by the County and located in the approved meeting room may be used by the group.
- b. Use of any electrical and audio/visual equipment by the user shall be subject to County approval.
- c. Periodic and Long-Term Users shall be responsible for coordinating all set-up and logistical arrangements with the County. This shall include, for example: the arrangement of display and exhibit cases, stands, props, etc.; the arrangement and placement of any furnishings/furniture, the storage of materials, props, etc.; and other related issues.

9. Special Provisions for the Board Meeting Room and the East Room:

Because of the nature of the audio-visual equipment located in and adjacent to the Board Meeting Room and the East Room, and the need to maintain the appearance of the meeting rooms for televised public meetings of the Board of Supervisors and other deliberative public boards, permission to use the Board Meeting Room or the East Room shall not include permission to use any of the audio-visual equipment located in or serving such rooms unless specifically authorized by the County Video Services Manager. Permission to use any such audio-visual equipment may, in the discretion of the Video Services Manager, be conditioned upon a demonstration by the User, to the Manager's satisfaction, that the User is knowledgeable in the use of the equipment or, alternatively, upon the ability of the Video Services Division to provide staff support for the scheduled use. These provisions shall apply to all Users, whether County, County Government-Related, or Groups.

10. Clean Up:

- a. Groups shall be responsible for all clean up following the conclusion of the use of the facility. All trash must be removed from the premises at the Group's expense, except that up to four bags of non-toxic trash may be placed in a receptacle to be designated by the County. All material placed by any User on any bulletin board shall be removed, and any writing placed on any white-board or similar equipment shall be erased. Custodial service, using County custodial staff, may be required for Group Users at the discretion of the County based on the number of persons attending the meeting and the length and purpose of the meeting. Costs for this service if required, will be borne by the Group.
- b. The cost of any clean up by County staff required as a result of the Group's failure to do so shall be charged to the Group at the pay rate (regular or overtime) of County staff used.

11. Fees: Except on Thursdays, fees will be assessed for use of the facilities by Groups in an amount necessary to cover the costs associated with supervising, cleaning, and securing the facility. Groups, as defined herein, may request the use of available York Hall facilities on Thursdays between the hours of 9:00 am and 10:00 pm and shall not be required to pay any of the fees set forth in the following table. County Government and County Government-Related users also shall be exempt from the following fee schedule. Fees shall be as follows:

Fee Structure for One-Time Use by Groups	Amount
Use during Regular/Normal Hours– (includes standard set-up, staffing, clean-up)	\$30 base fee, plus \$10/hour for every hour beyond two (2)
Use during Extended/Premium Hours– (includes standard set-	\$50 base fee, plus

up, staffing, clean-up)	\$15/hour for every hour beyond two (2)
Extraordinary Set-up (e.g., items not normally housed in York Hall)	\$40, plus any rental charges, if applicable
Extraordinary Clean-up	\$50
Kitchen Use	\$25
Reservation Deposit	\$25

Fees for Groups scheduling York Hall on a Periodic basis shall be calculated based on the actual time expended by County staff in providing set-up, supervision, and clean-up services. Fees, if any, for Groups authorized for Long-Term use shall be established and approved by the Board of Supervisors on a case-by-case basis.

12. Cancellation: Any permission granted under this policy to use York Hall shall be deemed automatically withdrawn in the event the County government is closed because of inclement weather or other emergency during the scheduled time of the meeting. Cancellation information will be provided telephonically to the point of contact.
13. Security: Authorized Group Users shall provide at their own expense any security which is desired or which the County requires in addition to the normal security provided by the County for its own purposes.
14. Liability:
 - a. Unless specifically waived by the County Administrator, any Group using York Hall pursuant to this Policy shall be required to execute a release of liability in a form approved by the County Attorney, releasing the County, its officers, and employees from any liability for negligence for any damages caused to the Group, or its property, during the time of the use.
 - b. Moreover, unless specifically waived by the County Administrator, any Group using York Hall shall be required to execute an agreement in a form accepted and approved by the County Attorney to guarantee and hold harmless the County and its officers and employees from any liability to third parties for injury caused by the Group, or any persons invited to attend the meeting or session in York Hall or on its grounds.
 - c. The Group shall be liable to the County or to any third party for any and all damage to County property or injuries to County employees, officers, or agents caused by the Group, or by any of the Group's officers, agents, or employees, or by any person attending or seeking to attend the Group's meeting, whether or not such damage is the result of negligence, intentional acts, or accident.
15. Applications to Use York Hall:
 - a. All applications to use York Hall under this Policy shall be made to the Department of General Services, P.O. Box 532, Yorktown, VA 23690. Applications shall be made on the County Facilities Reservation form available from General Services. The application shall include, but not be limited to, the following information: the name and address of the applicant, and of its officers; the date and time requested for the use; the expected length of the use; the nature and purpose of the use; and the number of people expected to attend the proposed activity.
 - b. Applications for use of York Hall may be submitted as far as 90 days in advance of the proposed date of use, provided, however, that in the case of performances and other types of special events sponsored by Groups supported by the York County Arts Commission or through other grants or funding from the County, reservation requests may be submitted as far as 12 months in advance. Requests by County Government and County Government-Related Users may be made up to 12 months in advance and in a single application for reservation approval for "regular" meetings.
 - c. Requests for reservations concerning "regular" meetings and other functions for County Government and County Government-Related shall be evaluated in accordance with the priority system established in Section 3 of this Policy.

- d. Requests by Groups for use of York Hall should be submitted and shall be reviewed on a monthly cycle so that a building use calendar can be produced and posted one month in advance (i.e.- the calendar for July will be prepared by the end of May). In setting priorities for scheduling/reservations, the County Administrator or his designee shall observe the priority system established in Section 3 of this Policy and beyond those priorities shall give preference to requests from Groups supported by the Arts Commission or through other grants or funding from the County and to other requests of a cultural arts nature.
 - e. Requests for using York Hall shall be reviewed by such offices and officials as the County Administrator may designate. Said offices/officials shall then forward a recommendation as to approval/disapproval to the County Administrator along with any comments concerning the need for extraordinary supervision, set-up, or clean-up anticipated with the proposed use. Approval shall be granted by the County Administrator or his designated representative.
16. Equal Access: This policy shall apply to all prospective Users applying to use York Hall. No group or individual shall be excluded from equal access to York Hall because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by the individual or group, or by any group's members.
17. Denial of Access: The use of York Hall may be denied to any individual or group which has, at any time prior to any requested use, been responsible for, or caused, any damage to County property through or because of acts of vandalism, violence, or rowdiness, or which has failed to clean up facilities, whether such damage was caused by any members of such group, or by any invitees to any approved meeting. Subsequent approval for use of the facility may, in the County's discretion, be conditioned upon a higher insurance level than is set forth above, or additional security and custodial charges. However, no individual or group shall be denied access under this section to the use of County buildings or facilities because of damages not caused directly by the group or individual group members, or invited guests.
18. Designation of Board's Agent: The County Administrator is hereby designated as the Board's agent to carry out the requirements of this policy.

BOARD POLICY	
SUBJECT	Recreational Fees and Charges
POLICY NUMBER	BP94-08
ORIGINAL EFFECTIVE DATE	October 20, 1994 (R94-200)
REVISION DATE	
HISTORICAL REFERENCE	R92-152 (October 1, 1992); R94-177 (August 4, 1994); R94-200 (October 20, 1994); R96-186 (August 7, 1996); R97-165 (July 16, 1997); R98-183 (October 7, 1998); R00-137 (September 5, 2000); September 17, 2002 (R02-170), R03-156 (October 7, 2003)

Purpose: To establish and administer fees and charges for parks and recreational services.

Procedure:

1. The fees and charges established herein are based on the proposals and revenue projections approved by the Board as part of the annual budget process.
2. Fees for the fall/spring youth soccer leagues, the youth basketball league, and the "Summer Fun" and "Special Recreation Camp" programs will be waived for any child who resides in York County and whose family income falls within the Federal Food Stamp eligibility limits applicable to the County. Proof of such eligibility is required at the time of registration. Fees shall not be waived for any self-supporting/contractual programs such as sports camps, instructional/leisure classes, senior citizen trips, or the like.
3. In addition, recreation program and facility fees will be waived under the following circumstances:
 - a. when services are provided pursuant to agreements between public agencies that stipulate that fees are to be waived for said services;
 - b. when fee waivers for employees have been designated a benefit of County employment; or
 - c. other circumstances approved by the County Administrator.
4. Facilities listed below require a \$75 refundable deposit to obtain an access key. This deposit is assessed to encourage responsibility for the key and the facility while in the patron's possession, and return of the key when use of the facility is completed. Key deposits will not be refunded if the key is lost.
 - a. Charles E. Brown Park Restroom Building
 - b. Kiln Creek Park Restroom Building
 - c. All school/park sites athletic field light control boxes and access gates
5. The user of any facility will be charged to cover the cost of excessive cleanup and/or damage repair necessitated by their use.
6. The following guidelines apply when fees are established for the programs listed below.
 - a. Senior citizen trips and activities, concession items, roller skating parties and special events/programs: Fees shall be set at the amount necessary to cover all direct costs.
 - b. Instructional programs, tennis lessons, and teen trips: Fees shall be set at the amount necessary to cover all direct costs for these programs and non-County residents shall be charged an additional \$10.
 - c. Contractual classes: Fees shall be set at the amount necessary to cover all direct costs, plus either an additional percentage of class revenue, not to exceed 10%, or an additional amount per participant, not to exceed \$10, for general program administration costs. Non-County residents shall be charged an additional \$10.
 - d. Sports camps: Fees shall be set at an amount necessary to cover all direct costs, plus \$10 per participant for general program administration costs. Non-County residents shall be charged an additional \$10.

7. Consistent with the annual budget adopted by the Board of Supervisors, the following fees and charges are hereby established.

a. Adult Basketball	\$375 per team
b. Adult Softball	Fall League - \$275 per team Spring/Summer League - \$ 375per team
c. Adult Volleyball	\$ 175 per team
d. Youth Team Sports	\$30 for the first child; \$25 for each additional child
e. Special Recreation Camp Summer Fun Program	\$75 County resident; \$200 non-residents \$75 County resident; \$200 non-residents – lower County sites \$90 York & James City County and City of Williamsburg residents; \$200 non-residents – upper County sites
f. Tennis Leagues	\$3 per match for daytime league \$4.25 per match for evening league
g. Tennis Court Rental at Back Creek Park	\$2/hr before 5:00 p.m. at Back Creek Park \$4/hr after 5:00 p.m.
h. Tennis Tournaments	\$16 per Adult Singles Entry \$22 per Adult Doubles Team Entry \$8 per Junior Singles Entry \$8 per Junior Doubles Team Entry
i. Roller Skating	\$4 per participant per regular session; \$2 additional fee to rent roller blades
j. Open Gym and Summer Teen Evening Programs	Free for County residents; \$2.00 for non-residents
k. Elementary / Middle School Gymnasium Rental	\$20 per hour; Two (2) hour minimum.
l. New Quarter Park Shelter Reservation	Large Shelter: \$50 for full day; \$30 for half day Medium Shelters: \$25 for full day: \$15 for half day

8. All requests for refunds must be submitted in writing. A \$5.00 processing charge will apply to all refunds. Refunds will not be given for adult team sports programs or youth sports programs after the second game has been played or, for programs that have registration limits, once the program has started. Should special circumstances exist, the Parks and Recreation Manager may grant exceptions to the refund policy.

BOARD POLICY	
SUBJECT	Freedom of Information Act
POLICY NUMBER	BP94-06
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	
HISTORICAL REFERENCE	R90-98; R94-200; R99-171; R01-162 (9/4/01)

Purpose: To assure access to records in the custody of public officials; to provide guidelines on availability of records; and to establish authority for carrying out the provisions of the Freedom of Information Act, Section 2-1.340, Chapter 21, Code of Virginia.

Procedure:

1. It is the policy of the County to facilitate public access to the official records of the County and to make such records available and to respond to requests for access in a timely fashion.
2. Under normal circumstances department directors are authorized to grant requests received by their respective departments for official document inspection and/or copying by citizens. Official records shall be open to inspection and/or copying during regular office hours of the County office/department having custody of them, unless they are records that are excluded from the Act's coverage.

Since complicating and legal factors may have to be considered in some cases, any request considered unusual, of a sensitive nature, or of uncertain legitimacy shall be forwarded immediately to the Public Information Officer. The Public Information Officer shall be responsible for coordinating with the County Administrator and requesting the County Attorney's legal advice and counsel whenever necessary.

3. Requests for official County records pursuant to the Virginia Freedom of Information Act must designate the record(s) with reasonable specificity. However, a specific reference to the Freedom of Information Act by the requestor is not necessary to invoke the time limits for response by the County. The initial response to the request for records shall be provided within five (5) work days after receipt of the request and shall be one of the following:
 - Making the records available in writing as requested;
 - Advising the requestor in writing that the records are being withheld as permitted by the Act or other statute, including citations of the section(s) of the Code that exempt the records from disclosure and identifying with reasonable particularity the volume and subject matter of the withheld records;
 - Making only part of the requested records available and advising the requestor in writing that the remainder are being withheld and including the specific citations of the Code section(s) that exempt the records from disclosure identifying with reasonable particularity the subject matter of the withheld portions;
 - Informing the requestor in writing that it is not practically possible to identify or collect the requested records within five (5) work days, and explaining why. If this response is made within five (5) work days, the County has an additional seven (7) days to make one of the preceding three responses.

The County is not obligated to compile information or reports that are not in existence.

4. Charges

- a. Generally, when minimum search time is required, there will be no charge for the viewing only of an official document. When extensive search time is required to provide the document(s) for viewing, or when copies of such documents are requested, charges are based on reimbursement to the County for the cost of searching for and reproducing such documents. If the charges to search for and reproduce the documents are expected to exceed \$200, the County may require payment of the estimated costs in advance by the requestor. If such

advance payment is required, the time allowed for response stops running until the requestor responds.

- b. Current charges for the costs incurred in searching and copying official County records have been calculated based on the costs of labor, office machines and materials and are as follows:

Office Copy Reproduction: Five pages, or fewer, no charge; thereafter \$0.25 per 8 1/2" by 11" page, \$0.50 per 11" by 17" page and \$0.50 per green bar computer printout page

Video Tapes: \$10.00 per tape (with tape provided by requestor)

\$15.00 per tape (with tape provided by County)

Audio CD: \$10.00 per CD

Printed Publications/Books/Documents/Maps Reproduced

Comprehensive Plan	\$25.00
Comprehensive Plan postage, if mailed	5.00
Subdivision Ordinance	7.50
Subdivision Ordinance postage, if mailed	2.50
Zoning Ordinance	17.00
Zoning Ordinance postage, if mailed	5.00
Zoning Map (approx. 15" x 34")	6.00
Development Summary	3.50
Six-Year Road Plans	Per page according to photocopying guidelines
Street Index	3.00
Postage, if mailed	5.00
Geodetic Control Network	25.00
Postage, if mailed	10.00
Statistical Profile	3.00
Postage, if mailed	2.00
Erosion & Sediment Control Ordinance	5.00
Wetlands Ordinance	5.00
Sewer Regulations Manual	10.00
Annual Budget	50.00 (60.00, if mailed)
Capital Improvements Plan	25.00 (35.00, if mailed)
Procedures Manual for Budget	30.00 (40.00, if mailed)
Comprehensive Annual Financial Report	45.00 (55.00, if mailed)
Fire Prevention Code	15.00

Map/Map Products/Plats/Plans

Size	Blue Line	Photo Copy	Color Computer Generated	Black & White Computer Generated	Color Orthophotos Computer Generated
8-1/2"x11"	\$ --	\$ --	\$3.00	\$1.00	\$3.00
11"x17"	N/A	0.50	5.00	1.00	5.00
18"x24"	2.00	1.00			
24"x36" (Standard 1" = 4,000' scale Maps, Tax Maps, or Topo Maps)	2.50	1.00	6.00		
34"x44 "	5.00	1.00	10.00 (Map Program Maps)		15.00 (Map Program Maps)
36"x76"	11.00	2.00	\$12.00 (Standard 1" = 2,000' scale Maps)		
All maps must be picked up at 120 Alexander Hamilton Blvd, Computer Support Services office. Postage for mailing maps is \$10.00 for a folded map, \$15.00 if sent in a mailing tube.					

- c. Custom-produced color map originals
Certain custom map products are available by special request to the Division of Computer Support Services. These map products could take the form of a single tax parcel overlaid with topographic and spot elevations or any combination of available data. The base price of \$30.00 includes one 34" x 44" map sheet and one hour of processing time. Additional color copies will cost \$10.00 each and additional processing time will cost \$20.00 per hour or any part thereof. A minimum of one week will be needed to produce these maps.
- d. If requests are extremely time consuming, actual costs for the computer machine search and/or staff time for research shall be charged in addition to the above costs. The Division of Budget and Accounting will assist in calculating the charges.
- e. Requests to provide information and records in computerized formats (i.e., on diskettes, tapes) will be reviewed on a case-by-case basis and charges will be calculated based on material costs and staff time costs. For geographic information system requests, data availability and charges shall be as follows:
- (1) Data is organized by individual GIS data layers, and data layer sets. The data layer sets are organized collections of individual layers into subject-matter groupings. Pricing of individual layers and layer sets is based on the York County tile structure, which is comprised of 5,000 feet by 5,000 feet squares. County-wide data layers are available for three layers: Road centerlines, U.S. Census tract boundaries, and voting districts.
 - (2) Data layer sets
Each York County tile, or equivalent area (data request need not conform to the exact tile boundary) constitutes one geographic charge unit. Data type is organized by information group. All data is organized into six separate information groups. A single group is one information charge unit. The information groups include:
 - Topographic: Contours, spot elevations, annotations and County boundary.

- Tax Parcel: All geographic information pertaining to parcel boundaries, easements, zoning and all annotations.
- Planimetric:
 - edge of pavement
 - parking lots & pads
 - building footprint
 - shorelines, lakes and ponds
 - County boundary
 - road centerline
 - driveways
 - swimming pools
 - sidewalks
 - railroads
 - docks
 - land cover
- Environmental Management:
 - Flood zones
 - RPA/RMA
 - NWI Wetlands
 - Soils
 - Land cover
 - Drinking water protection
 - Hurricane Surge Zones
- Governmental:
 - Election Districts
 - County Sites
 - Census Tracts
 - County Planning Layer
 - Zip Code
 - Historic Sites
 - Zoning
- Infrastructure:
 - Control Monumentation
 - Radio Towers
 - Railroad
 - Fire Hydrants
 - Water Mains
 - Sewer Lines
 - Road Centerline

Data cost

The charge for each York tile-sized area for an individual layer is \$20.00. The layer set charge per York tile-sized area is \$40.00. This charge covers the cost of setup on the computers as well as tracking the request.

(3)

County-wide Category

County-wide information groups and their associated costs include:

- Streets with street name annotations and County boundary (\$100.00)
- Census block, census tract, zip code and County boundary (\$100.00)
- Voting Districts (\$100.00)

(4)

Format and media for all digital geographic information

All digital geographic information will use York County's state plane geographic reference and will be available in ARC/INFO, ArcView Shapefile, or AutoCADD DXF format. Data delivery options include 3.5 inch floppy disks, posting to the County's FTP site for download, E-Mailing of data requests smaller than 1 MB, and CDROM. If CDROM is requested, an additional

charge of \$10.00 will be added to cover the cost of the CD and the additional processing time involved.

(5) Mr. SID (digital images of standard map products)

Digital images of Standard Maps in Mr. SID format are available. The map images are delivered on CDROM at a cost of \$300.00 for all standard maps, or \$10.00 per map when ordered individually. The maps available in Mr. SID format are as follows:

- Tax Maps (117 maps)
- Tax Map Index
- Soils Map
- Hurricane Storm Surge Areas
- Election Districts
- FEMA Flood Zones
- Resource Protection & Resource Management Areas (Draft)
- Zoning Map
- Land Use
- Land Use 2015

(6) Data Queries of GIS Information

Custom queries of the data held in GIS format will be performed at the following rates: \$50.00 minimum charge, or \$.05 cents per record, whichever is greater.

- f. For documents or other requests not specifically listed in this section, the County Administrator shall calculate the charge based on the actual cost to the County of searching for and providing the document, including but not limited to any associated labor or administrative costs.
- g. Charges may be paid in cash or by check made payable to the Treasurer, County of York. A receipt (receipts may be obtained through the appropriate department or the Treasurer's Office) will be provided to the requestor.

BOARD POLICY	
SUBJECT	Outstanding Youth Awards Educational Scholarship Program
POLICY NUMBER	BP05-21
ORIGINAL EFFECTIVE DATE	
REVISION DATE	
HISTORICAL REFERENCE	FY 2004 Operating Budget

Purpose: To outline the terms and conditions for disbursement of the four annual \$500 educational scholarships conferred through the Outstanding Youth Awards Program.

Background:

1. In January, 1990, the York County Youth Commission petitioned the Board of Supervisors to financially support some Outstanding Youth Awards that were selected later that school year. During the fall of 1990 the Youth Commission again asked the Board to support the awards for the 1990-1991 school year. This was approved and seems to have been institutionalized ever since.

The Outstanding Youth Awards (OYA) Program as we know it today is co-sponsored each year by the Board of Supervisors and the Youth Commission. The purpose of this program is to recognize and celebrate the accomplishments of outstanding York County teenagers. To be eligible, all nominees must: a) be residents of York County; b) be students in grades 9, 10, 11, or 12; and, c) have proven themselves outstanding in one of the following areas: Compassion, Courage, Community Service, and Overall Achievement.

Each award winner has traditionally received a bound copy of the Board Resolution commending him or her, as well as a personalized pewter Jefferson Cup. Note: See the attached Nomination Form for additional nomination procedures, description of categories, makeup of the Selection Committee, and awards reception.

2. During the development of the FY 2004 Budget, the 2002-2003 Youth Commission petitioned the Board during one of its public budget hearings to consider the "new program request" allocating \$2,000 for the purpose of further enhancing the OYA program by awarding \$500 Educational Scholarships to each of the recipients. The Board approved this new program request in its 2004 Budget.

Procedures:

1. The \$500 Educational Scholarship will be disbursed to each award recipient in accordance with the following guidelines:
 - a. The money is intended to help fund tuition, board, or other costs associated with post high school higher education at a college or university or to assist with the cost of a vocational training program. The OYA recipient is not eligible to receive the scholarship money until after his/her graduation from high school. The OYA scholarship award is not intended as a cash prize. Its sole purpose is to help support award recipients with their post high school education or vocational training.
 - b. A check made out to the OYA recipient in the amount of \$500 will be mailed from York County to the recipient's home address. This will take place within two weeks of the receipt of evidence of the recipient's enrollment or payment at a college, university, or program of vocational training. Typically, this evidence will consist of an official letter from the educational/vocational institution's Registrar's Office verifying the recipient's enrollment for the upcoming semester OR will be a receipt of payment issued to the recipient by the institution's Bursar or Accounting Office. In either case, it is the OYA recipient's responsibility to submit this evidence to the County's Parks and Recreation Office in order to receive the scholarship payment. The County will not ask an educational/vocational institution for this information.
 - c. Typically, the evidence required in "Procedures" item "1.b" above will not be available until July or August for high school graduates planning to enroll in an educational/vocational institution that fall. If for any reason the recipient delays enrollment past the fall semester immediately following their high school graduation, the money will be held by the County for up to two (2) years. Evidence of enrollment/payment into an educational/vocational institution must be received by the Parks and Recreation Office by no later than December 31 of the *second* year following high school graduation in order for the OYA recipient to receive the \$500 scholarship award. Example: An OYA recipient

graduating in June, 2006 would have until December 31, 2008 to provide the County with evidence of his/her enrollment/payment into an educational/vocational institution.

- d. Permission to extend the two-year period described in "Procedures" item "1.c" above must be requested in writing by the recipient or his/her parent/guardian. Military or humanitarian service, as well as extenuating personal, health, family, or financial circumstances that may have delayed the OYA recipient's enrollment into an educational/vocational program should be cited. Immediate plans and timetable for eventual enrollment should also be specifically outlined. This request must be received by the Parks and Recreation Office by December 31 of the second year following high school graduation in order to be considered. The County will send a written reply back to the OYA recipient.
2. The Division of Parks and Recreation is currently charged with staff liaison responsibilities for the York County Youth Commission, and as such, will bear responsibility for correspondence and communication with recipients, record keeping and tracking of payments for all OYA recipients. Parks and Recreation will keep in close communication with the Department of Financial and Management Services and provide them with updated information for all OYA recipients not yet providing evidence for their scholarship payment.
3. If an OYA recipient submits a request for a time extension to Parks and Recreation under the provisions of "Procedures" item "1.d" above, the Director of Community Services will forward the request and staff recommendation to the County Administrator for approval/disapproval.
4. Parks and Recreation will be responsible for submitting carryover requests to the Department of Financial and Management Services, Budget & Financial Reporting Division, requesting that all unspent OYA Educational Scholarship monies are maintained in the budget and clearly delineated as to the Fiscal Year in which the award was conferred. In some cases (even without an additional time extension) this could require up to six (6) years of carrying the funding for a particular OYA recipient forward. Example: A ninth grader receiving one of the four Outstanding Youth Awards in May, 2006 would not be eligible to receive the scholarship payment until after he/she graduates, which would normally be in June, 2009. The recipient would then have until December 31, 2011 to provide evidence of enrollment/payment in an educational or vocational training institution. So, although the award was conferred during FY 2006, it might not actually be paid out until FY 2012. Note: Even a senior named as an OYA recipient in May, 2006 would not normally submit evidence of fall educational/vocational program enrollment/payment until July/August, 2006. Even this common scenario would require carryover of funding from FY 2006 to FY 2007. The FY 2004 budget code for these funds is entitled "Youth Commission OYA Scholarships," and appears under the Parks and Recreation budget under code 4-010-081712-9551-204. Unspent scholarship monies from this code will remain designated with the "204" suffix until they are disbursed or cancelled.

BOARD POLICY	
SUBJECT	Use of County Buildings
POLICY NUMBER	BP94-14
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	
HISTORICAL REFERENCE	R94-200; R97-165; R99-171; R02-170

Purpose: The County owns a variety of building facilities which are from time to time made available to York County governmental agencies and outside organizations or individuals. This general policy governs the terms and conditions for use of these facilities.

Procedure:

1. Statements of Policy and Objectives:

The primary purpose of County facilities is to assist the County's operating agencies in accomplishing governmental purposes. However, it is the policy of the Board of Supervisors to permit the reasonable use of those facilities by outside organizations or individuals when selected facilities are not in use or otherwise needed for governmental purposes. It is the intent of this policy to provide a broad framework applicable to all County facilities. Additional regulations and guidelines applicable to facility usage may be issued by the County Administrator or designee where appropriate and necessary because of usage, physical design and other circumstances that are unique to each facility.

2. Costs:

Normally no charges will be assessed for facility use during designated office hours. However, a fee will be charged if a facility is made available outside established office hours to cover the costs associated with supervising and cleaning the facility. A fee of \$60 for up to three hours of use will be charged outside organizations or individuals if a facility is made available for weekend use to cover the costs associated with supervising and cleaning the facility. An additional \$15 per hour will be charged if weekend use is requested beyond three hours. In addition, facility users will be charged to cover the cost of excessive cleanup and/or damage repair necessitated by their use. Fees for weekend use can be waived if a facility is already scheduled to be open to the general public and additional County staff is not needed for the proposed activity. No refunds will be made for cancellations unless notice is given at least seven days prior to the reserved date.

3. Reservation Procedures:

All requests for use of a County facility must be made in writing on an application form provided by the County. Priority will be given to activities of the Board of Supervisors and to activities sponsored by County Departments or Agencies. All other reservations will be made on a first come, first served basis and may be revoked by the County Administrator on a 24-hour notice if the facility is needed for governmental services. In the event emergency situations arise (e.g. hurricanes, etc.), authorization for use of the facility may be canceled/revoked by the County Administrator with less than 24 hours notice. Applications for use of a County facility shall be reviewed and may be approved by the Department Director or Agency Head having responsibility for the facility if:

- a. the proposed activity or use will not unreasonably interfere with or detract from the efficient delivery of services by the County;
- b. the requested use is not during hours when the facility is needed for County Department or Agency use;
- c. the proposed activity or use of the public building will not unreasonably interfere with or detract from the general public's use or enjoyment of the public building or with other scheduled activities;
- d. the event is of such a nature or duration that it can be reasonably accommodated in the particular public building applied for;

- e. the proposed activity and use is not reasonably anticipated to incite or result in violence, crime, or disorderly conduct which is beyond reasonable control;
- f. the proposed activity to be conducted by the applicant will not entail unusual, extraordinary, or burdensome expense, or police operation by the County;
- g. the facilities desired have not been reserved for other use at the day and hour requested in the application;
- h. the applicant, or the person on whose behalf the application is made, does not have a history of violating permit conditions or a history of failing to pay in full for any damages caused to County property, and has no other outstanding unpaid debts to the County;
- i. the proposed use is consistent with the provisions of the County Code and State and federal laws;
- j. the facility has been designated by the County Administrator as a facility that is available for the use;
- k. the requested use will be during hours when the facility is open for public use; and
- l. a responsible adult accepts responsibility for supervising the planned activity.
- m. The application contains no material falsehoods or misrepresentations.
- n. The applicant is legally competent to be sued.
- o. The proposed activity would not present an unreasonable danger to the health or safety of the applicant or other users of the building, to County employees, or to the public.

The grant of permission for the use of a facility may contain such conditions as are reasonably consistent with the protection and use of public buildings for purposes for which they are maintained. It may also contain reasonable limitations on the time and area within which the activity is permitted. If an application is denied, the reasons therefore shall be stated to the applicant in writing.

4. Responsibility for Property:

The County of York assumes no responsibility for property brought on the premises or for lost or stolen items. The County also assumes no responsibility for injuries or illness sustained and/or contracted on the premises.

5. Use of Building Facilities by Outside Organizations:

- a. No fund-raising activities shall be conducted in County buildings for non-County governmental related purposes.
- b. Uses that are extensions of a business operation (e.g., sales meetings, business seminars, etc.) shall be prohibited. No use shall involve any type of for-profit commercial activity.c. All publicity (e.g., posters, brochures, throw-aways, radio or television announcements) must carry the name of the organization sponsoring the meeting. The County may not be identified as sponsor or co-sponsor without prior written approval of a County Department Director/Agency Head.
- d. Neither the name nor the address of a County facility may be used as the official address or headquarters of an organization.
- e. The fact that a group is permitted to meet at a County facility does not in any way constitute an endorsement of the group's policies or beliefs by the County.
- f. Use of a facility more than once a month to accommodate routine organizational meetings is not permitted. Requests for regular monthly use shall be made on a month-to-month basis. (The Charles Brown Park Community Services Center and York Hall are exempt from this provision.)

6. Policy Governing Conduct:

- a. Users of County building facilities are responsible for the proper conduct of members or guests.

- b. Neither alcoholic beverages nor illegal drugs, nor any person under the influence of alcohol or illegal drugs, shall be allowed on the premises, provided however, that with the specific authorization and sanction by the Board of Supervisors, receptions involving the serving of alcoholic beverages may be held in County buildings by the County or by a County government-related organization. No drugs or controlled substances shall be brought onto or used on the York Hall property except in accordance with a medical prescription or otherwise as allowed by law. Persons under the influence of illegal drugs shall not be allowed on the premises.
- c. Betting or gambling in any form is prohibited.
- d. Riotous, boisterous, threatening, or obscene conduct, or the use of abusive, threatening, profane, or obscene language, shall not be permitted.
- f. e. Smoking is not permitted in County building facilities. County building facilities shall not be used for any purpose described and identified as an obscene exhibition or performance by Chapter 15.5 of the York County Code. Displays of art shall not include material which is obscene as defined by Section 15.5-2 of the York County Code. Users of the facility are responsible for ensuring that the content or subject matter of meetings, performances, displays, and exhibits are consistent with the terms of said Chapter.
- g. No pets or animals (with the exception of service dogs) are allowed in County buildings.
- h. Collection of donations or admissions shall be permitted for those activities that involve displays, exhibits, or performances, provided that the intention to do so is indicated on the Facilities Reservation form and that such User is supported by the York County Arts Commission or by other grants or funding from York County. Sales of exhibited items, such as artwork, by the User shall be permitted provided the User is Government or Government-Related or is supported by the York County Arts Commission or by other grants or funding from York County.
- i. No signs, emblems, symbols, or similar items may be erected on County building grounds or affixed to the interior or exterior of buildings by any User without specific authorization from the County Administrator or his designee.
- j. All publicity (e.g., posters, brochures, throw-aways, radio or television announcements, etc.) must carry the name of the organization sponsoring the meeting. The County may not be identified as a sponsor or co-sponsor without the prior written approval of the County Administrator.
- k. Permission to use County buildings is limited to the room or rooms, or space described in the Facilities Reservation form, which all Users shall be required to execute. No permission is granted to any group or individual to enter any other room, except rest rooms, stairwells, and entry ways which must be traversed to gain access to the authorized meeting room. No activity shall infringe on the ability of staff or other organizations to access the facility. All Users of the facilities must limit participation to the posted maximum "allowable" persons in the room per fire regulations.
- l. Additional rules, regulations, and/or limitations that are applicable to specific building facilities will be issued during the reservation process.
- 7. Equal Access: This policy shall apply to all prospective Users applying to use County buildings. No group or individual shall be excluded from equal access to County buildings because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by the individual or group, or by any group's members.
- 8. Denial of Access: The use of County buildings may be denied to any individual or group which has, at any time prior to any requested use, been responsible for, or caused, any damage to County property through or because of acts of vandalism, violence, or rowdiness, or which has failed to clean up facilities, whether such damage was caused by any members of such group, or by any invitees to any approved meeting. Subsequent approval for use of the facility may, in the County's discretion, be conditioned upon a higher insurance level than is set forth above, or additional security and custodial charges. However, no individual or group shall be denied access under this section to the use of County buildings or facilities because of damages not caused directly by the group or individual group members, or invited guests.
- 9. Designation of Board's Agent: The County Administrator is hereby designated as the Board's agent to carry out the requirements of this policy.

ATTACHMENT A**FACILITIES AVAILABLE FOR
YORK GOVERNMENTAL AND OUTSIDE ORGANIZATIONS**

FACILITY	LOCATION	APPROVAL AUTHORITY	OCCUPANCY LIMIT	HOURS OF AVAILABILITY (at no charge)
Public Safety Meeting Room (available only for York County governmental meetings and functions)	Public Safety Building	Department of Fire and Life Safety	120 with chairs only 55 with tables and chairs	9:00 a.m. to 10:00 p.m. Monday – Friday
Griffin-Yeates Conference Auditorium	Griffin-Yeates Center	Department of Community Services	60 with chairs only 30 with tables and chairs	5:00 p.m. to 10:00 p.m. Monday – Friday
York Library Branch Community Room	Public Library	Public Library	115 with chairs only 50 with tables and chairs	During Established Library Hours
Tabb Library Branch	Public Library	Public Library	110—chairs only 50 with tables and chairs	During Established Library Hours
Meeting Room, (East Room) 1 st Floor	York Hall	Department of General Services	90 General Seating	see York Hall Use Policy
Board Room, 2 nd Floor	York Hall	Department of General Services	120 Fixed Seating	see York Hall Use Policy
Community Services Center	Charles E. Brown Park	Division of Parks and Recreation	145 with chairs only 65 with tables and chairs	8:00 a.m. to 10:00 p.m. 7 days per week, and other times when arranged with Parks and Recreation.

NOTE: Except for the Charles E. Brown Park Community Services Center, building facilities are not available during established County holidays.

Citizen News

Citizen News has been providing citizens of York County with information about their local government since 1981. Today, 25,500 are printed with approximately **25,000 MAILED DIRECTLY TO HOUSEHOLDS IN THE COUNTY**. A portion of the remaining 500 are included in packages given to new or prospective residents. Citizen News is published four times annually - Fall (August), Winter (December), Spring (February) and Summer (May).

Advertising Rates per Quarterly Issue

Full Page	500.00
Half Page	250.00
1/4 Page	110.00 125.00
1/8 Page	70.00 75.00
1/16 Page	35.00 45.00

• 25,000 homes
for only ~~\$35!~~ \$45

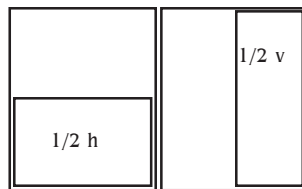
Add 10% for guaranteed position. Add 25% for color advertisement. **Special offer for purchase of advertising space in four consecutive issues: 25% off (4 ads, for the price of 3). Ads must be same dimensions in each issue. Payment must be made in full prior to the printing of the first ad.**

Dimensions

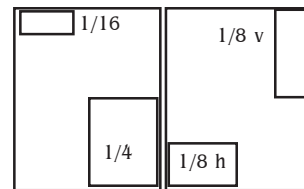
For 11"x12" page



Full Page
10 x 11



1/2 Page
h: 10 x 5.25
v: 4.75 x 11



1/4 Page: 4.75 x 5.25
1/8 Page: h: 4.75 x 2.5
v: 2.5 x 5.25

1/16 Page:
3.25 x 2

Drawings, artwork and copy for reproduction are accepted at advertiser's risk and should be clearly marked if return is desired.

DEADLINE: 1st of month preceding publication.